



Tower Card and Parking Deck Regulations

RSA Tower Building / Capitol Parking Garage

Access Cards

- 1) Access cards are issued for access into the RSA Buildings (and/or) Parking Decks. These access cards are proximity cards which allow you to enter the parking deck (and/or) building by presenting the card within 4 inches of the front of the proximity reader.
- 2) All access cards are assigned individually by name and are the sole responsibility of the authorized user. The access cards are the same as having a key to the building. These cards are not to be loaned to anyone in the office, building, or to outsiders. Failure to comply with this regulation will result with immediate access privileges suspended.
- 3) If problems are experienced with the assigned card while trying to access the parking deck or building, please report the issue to your tenant contact.
- 4) If card is defective or worn through normal use, the RSA Security Office will replace the access card at no charge to the user. Cards that are damaged through neglect will be replaced at a cost of \$20 (cash or check) payable to **RSA Real Estate**. If a check is returned due to NSF there will be a \$25 fee added to the original fee; access will be revoked. Cards that are reported lost will be deactivated and a replacement card will be issued at the cost of \$20. **If an employee is terminated, resigns or retires the access card must be returned to employer or a \$20.00 fee will be charged to employee or Company for the unrecovered access card.** If an access card is found, please return it to your tenant contact.

Parking Deck Regulations

RSA will make every reasonable effort to provide a safe and clean parking deck for our guests, tenants, and their clients. Parking in this facility is at the risk of the individual using the facility. RSA will not be responsible for the damage to any property or injury to any person using the facility.

- 1) Every employee/tenant issued an access card must list all vehicles to be used in the parking deck along including the make, model, and tag number. Any vehicle additions, deletions or tag number change should be promptly reported to your tenant contact.
- 2) Excessive oil or fluid leaks from vehicles will not be permitted. Any employee who has a vehicle leaking fluids will be notified. The owner will have 10 working days to remedy the problem. It is the owner's responsibility to show proof of remedy to the Security Office or access to the deck will be suspended. Continued violations will result in a permanent suspension of parking privileges. **Abandoned Vehicles will be towed at owner's expense**

- 3) Park your vehicle in ONE parking space no double parking, as to take two or more spaces up. Park all the way forward.
- 4) Backing your vehicle into the parking space can cause damage to cables and conduits and the tag number cannot be seen.

Violators will receive 1) Written warning 2) Booting of the car / removal cost - \$50.00 and 3) Permanent suspension of parking privileges.

- 5) No trailers or boats are allowed to enter the parking deck.
- 6) RSA reserves all right to deny parking to any person or vehicle that violates safety rules and or endangers life or property or affects public health. RSA further reserves the right to address any issue not specifically detailed that it feels is in the best interest of the other users and for the protection of its property.
- 7) Any changes must be submitted to the Security Access Control Office or your access can be subject to suspension. Access will be reinstituted when form is properly changed.
- 8) The First Floor Level of the RSA HQ Parking Deck is **Reserved Parking** for SEIB employees and ACJIC employees ONLY. The Basement Level of the RSA HQ Parking Deck is **Reserved Parking** for Baumhower's guests and Handicapped Employees.

☐ "No Access" Badge ☐ Capitol Parking Deck ☐ Tower Parking Deck ☐ Building Access

1. The basement level (under the Tower Building) is for Assigned Parking and Regions customer parking only. Any unauthorized vehicle will be immobilized with a boot. A \$50 removal fee paid to remove boot.
2. Access badges are for one vehicle to park in the deck.

Access Card and Parking Deck Certification

I hereby certify that I have read the foregoing regulations and for the privilege of being allowed to use the RSA Building and/or parking facilities. I hereby agree to adhere and comply with the terms hereof.

Print Name		Signature	
		*	
Mobile Number	Office Number	Initial Hire	ADD CURRENT DATE with any changes: NEW vehicle or DELETE vehicles you no longer own.
Birth Date	Driver's License Number	Name of State Agency & Department / Tenant Name	
Tenant/Supervisor Contact	Contact Phone	Assigned Parking Space: (If Applicable)	

☐ **Permanent Employee** ☐ **Contract Employee** ☐ **Temporary Employee**

Check Parking Needed					
<input type="checkbox"/> NO PARKING	<input type="checkbox"/> ACC Assigned	<input type="checkbox"/> ACC Deck	<input type="checkbox"/> CJC Deck	<input type="checkbox"/> CJC Lot	
<input type="checkbox"/> CJC Deck & Lot	<input type="checkbox"/> Capitol Deck	<input type="checkbox"/> Dexter Executive	<input type="checkbox"/> Dexter Monroe	<input type="checkbox"/> HQ Deck	<input type="checkbox"/> Plaza Assigned
<input type="checkbox"/> Plaza Deck	<input type="checkbox"/> Post Assigned	<input type="checkbox"/> Tower Assigned	<input type="checkbox"/> Tower Deck	<input type="checkbox"/> Union Assigned	<input type="checkbox"/> Union Deck

Badge Number	Hex #	Hang Tag Number
Back of ID Badge	Internal Security Number	Security Access Number

<input type="checkbox"/> Handicap License Plate Check box if needed	# Enter Tag Number	<input type="checkbox"/> Handicap Placard Check box if needed	# Enter Placard Number
Enter Expiration Date of Placard:			

**** Include Copy of Handicap Registration Form ****

It is a violation of state law to use the placard or plates for a disabled parking spot without the person with the disability in the vehicle. People who misuse disabled parking placards are guilty of a Class B misdemeanor and under Alabama state law shall be fined a minimum of fifty dollars (\$50) for the first offense and can be subject to fines of up to \$1,250.

All Authorized Vehicles that might be driven into an RSA Deck

Make / Model	Tag Number	Personalized
1.		<input type="checkbox"/> yes <input type="checkbox"/> no
2.		<input type="checkbox"/> yes <input type="checkbox"/> no
3.		<input type="checkbox"/> yes <input type="checkbox"/> no
4.		<input type="checkbox"/> yes <input type="checkbox"/> no
5.		<input type="checkbox"/> yes <input type="checkbox"/> no
6.		

Please Complete Form: Fax Number - (334) 517-7667, E-mail - RSA.SecurityAccessControl@rsa-al.gov
Mail to – RSA Security Access Control - 201 South Union Street - Montgomery, AL 36104